

SENIOR STAFF MEETING

PROPOSED AGENDA

*Bull  
Hawthorne*  
Director's Conference Room  
Second Floor  
Administration Building  
Monday, 16 December

Confidential US NSA.

1. Handling of Cash - Mr. Dulles
2. Extend Season's Greetings - Mr. Dulles
3. Report on Fund Drive - Mr. Stewart
4. Announcement re OCR Plan of Action for Evaluating the Findings of the Library Consultants - Mr. Borel
5. Agency Personnel Losses - GS-12 and above - Col. White

*Dech Helms -*

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Approved For Release 2003/06/04 : CIA-RDP80B01676R002400010051-1

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1. Mr. Dulles opened the meeting with comments regarding the handling of cash in certain offices of the Agency. He urged every supervisor who has the responsibility to handle cash that extreme care and caution be taken to prevent any misuse of funds. In this regard, Mr. Saunders commented that when the Congress gave the Agency authority to handle its monies under Public Law 110 that, if we did not assume our responsibility properly, the Congress could, in turn, take away this responsibility.

2. Mr. Dulles requested that hereafter the Senior Staff Meetings will be held at 1030 hours. He extended his best wishes for a Merry Christmas and a Happy New Year to all present.

3. Mr. Dulles also commented on his trips made to the field during the last year and that he was very proud of the high type of personnel that is doing the job in the various field offices.

4. Mr. Kirkpatrick commented on the feasibility of decreasing some of our detailed procedures and eliminating some of the paper work that now prevails throughout the Agency. In this regard, Mr. Dulles felt that when we get to our new building a great deal of this paperwork should be reduced.

5. Mr. Dulles stated that [redacted] and Harry Reynolds are retiring from the Agency with 5 and 10 years duty with the Agency, respectively. Mr. Dulles advised that [redacted] would continue on as a consultant in the field of net estimating and that he felt [redacted] could render some very valuable service in this particular field.

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6. General Cabell commented on the relationship between this Agency and NSA and stated that he has found a most cordial relationship existing between the two Agencies during the past year.

7. Mr. Stewart gave a report on the United Givers Drive and Stated that our quota was \$75,000 and that the total amount arrived at was \$97,650. [redacted]

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- 2 -

8. Mr. Borel announced that OCR is taking action to evaluate the findings of the library consultants and he asked for voluntary suggestions throughout the Agency for evaluating the findings. He advised that at least 50% of the personnel evaluating the recommendations of the library consultants would be from those outside of OCR.

9. [redacted] gave a report on the Agency's personnel losses in GS-12 grades and above for the period October 1, 1956 through September 30, 1957. The reasons for separation predominated as follows:

1. Private industry
2. Agency interest of sponsorship (included involuntary release with the Agency)
3. Retirement
4. Transfer to other Federal employment
5. Family reasons
6. Enter teaching profession
7. Return to school

[redacted] advised that in the GS-12 grades and above, the 35-44 age group predominated as the group which had the highest Agency separations. As a result of the high separations in the 35-44 age group, he urged that individuals in the 25-34 age group be given careful study for promotions since eventually individuals in this latter group will be in the 35-44 group.

10. Mr. Helms in commenting on his recent overseas trip, stated that he found the field personnel were "pulling their own weight". He further stated that in the so-called hardship areas he found the morale good, that the personnel involved were meeting the challenges and were too busy to engage in any griping sessions. He urged the sabotaging conversation throughout the Agency that individuals going to hardship areas were considered as "saps" should be stopped immediately.

11. The meeting adjourned at 1105 hours.

### Assistant to the Director

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